

Facilitation Template

Type in the information requested. Remember to save regularly.

Identification and timing

Facilitator's Name:

Class Identifier:

Start Time:

Start Date:

Finish Time:

Finish Date:

Reason for the meeting

Topic under discussion / reason for meeting:

Medium used

Electronic medium selected:

Explain your reasons for selecting this medium for this topic or class (50 words):

Description of the group

Class description / persona (100 words). Include:

- Age range
- Size of group
- Profile/persona (to include learning style profile and stage)
- Topic/concept to be discussed
- Expected result(s):

How often has the group met previously?

Has the group ever met face to face?

Over what period of time has the group has been interacting online?

Which of these stages best describes the group? (Delete those that don't apply)

- Access & motivation
- Online socialisation (Forming / Storming / Norming)
- Information exchange (Performing)
- Knowledge construction
- Development

Planned facilitation of the meeting

Sparks / Initial ideas / Discussion starters (150 words):

First facilitator message (motivational / task orientated) (100 words):

Second facilitator message including facilitation techniques to be used (100 words):

How often will you facilitate?

Third facilitator message including facilitation techniques to be used (100 words):

Summarising message main points to be covered (250 words):

Closing message (100 words):